

City of Federal Way
Equal Employment Opportunities Plan
2018

I. Introduction

Grant Title: Various Federal Grants

Grant Number: Varies

Address: 33325 8th Avenue S
Federal Way, WA 98003

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Human Resources Manager
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Date and effective
Duration of EEOP: January 1, 2018 to December 31, 2019

The City employs approximately 320 regular full and part-time employees and approximately 212 seasonal/temporary employees in the following 10 departments and Municipal Court:

City Clerk
Community Development Services
Finance
Human Resources
Information Technology
Law
Mayor's Office

- Economic Development
- Emergency Management
- Performing Arts & Event Center

Parks
Police
Public Works

Policy Statement:

It is the policy of the City of Federal Way to treat all applicants and employees equally and without regard to race, religion, creed, color, national origin, sex, sexual orientation, age, the presence of a physical, mental or sensory disability, marital or veteran status, or any other basis that is required by local, state or federal law. It is also the desire of the City to reflect the diverse community that we serve. As an organization we are committed to seeking diverse applicant pools for our vacant positions and to creating a culture that promotes mutual respect, acceptance, cooperation and productivity among diverse people. Toward this end, racial, ethnic, religious or sexual slurs or comments demeaning national origin or individuals with disabilities by any employee to or about any employee, applicant or the public will not be tolerated.

Violations of this policy may be cause for disciplinary action in accordance with City policy and applicable laws.

The City's commitment to this policy is reflected in its recruitment literature, position announcements, and application forms. The City firmly believes that the most effective government service delivery is achieved by governmental units whose employees are representative of the community served, encouraging the public to identify with and maintain confidence in "their" employees, as envisioned in the City's diversity theme, "A City for All of Us." To achieve true representation at all levels of the City, job-related, non-discriminatory selection processes are used for all job classifications. Throughout the hiring processes, results are monitored to identify any components that have adverse impact, and such findings lead to affirmative efforts to increase protected class applicant numbers and their success in gaining employment.

The City will review employment demographics biannually to assess the utilization level of protected groups and ensure fair consideration in all aspects of employment, including recruitment, selection, compensation, training, promotion, benefits and layoffs.

As Mayor of the City of Federal Way and appointing authority, I confirm that such policy exists and direct that this plan be implemented accordingly.

Jim Ferrell
Mayor

II. Current City Workforce

The chart below lists the current total number and percentage of City of Federal Way employees by gender, ethnicity (using standard federal reporting terminology), and EEO job category. Percentage totals may be slightly greater or less than 100% due to rounding.

	total		Male	H	W	B	NA	A	PI	T	Female	H	W	B	NA	A	PI	T	
Management, business and financial workers	41	0.08	30	0	28	1	0	1	0	0	11	0	8	1	1	0	0	0	1
			0.73	0.00	0.68	0.02	0.00	0.02	0.00	0.00	0.00	0.27	0.00	0.20	0.02	0.02	0.00	0.00	0.00
Science, engineering and computer professionals	16	0.03	13	1	6	0	0	6	0	0	3	0	2	0	0	1	0	0	0
			0.81	0.06	0.38	0.00	0.00	0.38	0.00	0.00	0.00	0.19	0.00	0.13	0.00	0.00	0.06	0.00	0.00
Other professional workers	62	0.12	31	2	28	0	0	1	0	0	31	1	20	1	0	6	0	0	3
			0.50	0.03	0.45	0.00	0.00	0.02	0.00	0.00	0.00	0.50	0.02	0.32	0.02	0.00	0.10	0.00	0.00
Technicians	15	0.03	9	1	6	0	0	1	1	0	6	2	1	0	1	2	0	0	0
			0.60	0.07	0.40	0.00	0.000	0.07	0.07	0.00	0.00	0.40	0.13	0.07	0.00	0.07	0.13	0.00	0.00
Administrative support workers	59	0.11	3	1	2	0	0	0	0	0	56	3	44	0	0	5	2	2	2
			0.05	0.02	0.03	0.00	0.00	0.00	0.00	0.00	0.00	0.95	0.05	0.75	0.00	0.00	0.08	0.03	0.03
Installation, maintenance and repair craft workers	13	0.02	13	0	11	1	0	0	0	1	0	0	0	0	0	0	0	0	0
			1.00	0.00	0.85	0.08	0.00	0.00	0.00	0.00	0.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Laborers and Helpers	20	0.04	16	0	16	0	0	0	0	0	4	1	2	0	0	0	1	0	0
			0.80	0.00	0.80	0.00	0.00	0.00	0.00	0.00	0.00	0.20	0.05	0.10	0.00	0.00	0.00	0.05	0.00
Protective service workers	169	0.32	135	11	104	3	1	13	0	3	34	1	25	1	1	4	1	1	1
			0.80	0.07	0.62	0.02	0.01	0.08	0.00	0.02	0.02	0.20	0.01	0.15	0.01	0.01	0.02	0.01	0.01
Service workers, except protective	137	0.26	38	6	24	3	0	4	0	1	99	10	68	9	0	7	3	2	2
			0.28	0.04	0.18	0.02	0.00	0.03	0.00	0.01	0.01	0.72	0.07	0.50	0.07	0.00	0.05	0.02	0.01
Total	532		288	22	225	8	1	26	1	5	244	18	170	12	3	25	7	9	9
			0.54	0.04	0.42	0.02	0.002	0.05	0.002	0.01	0.01	0.46	0.03	0.32	0.02	0.01	0.05	0.01	0.02

III. Community Workforce

The chart below shows the total labor force population and percentages by EEO category in the King County statistical area. The source was the U.S. Census Bureau EEO tabulation 2006-2010. Percentage totals may be slightly greater or less than 100% due to rounding.

	total		Male	H	W	B	NA	A	PI	T	Female	H	W	B	NA	A	PI	T
Management, business and financial workers	176,460	0.16	102,440	3,490	82,100	3,035	385	10,695	180	2,555	74,020	2,930	56,590	2,925	420	8,790	110	2,255
			0.58	0.02	0.47	0.02	0.002	0.06	0.001	0.01	0.42	0.02	0.32	0.02	0.002	0.05	0.001	0.01
Science, engineering and computer professionals	104,414	0.10	81,855	2,410	57,365	1,650	175	18,265	135	1,855	22,559	800	14,185	670	85	6,290	60	469
			0.78	0.02	0.55	0.02	0.002	0.17	0.001	0.02	0.22	0.01	0.14	0.01	0.001	0.06	0.001	0.004
Other professional workers	137,655	0.13	55,350	1,955	43,360	2,650	140	5,505	235	1,505	82,305	2,965	63,815	2,700	500	9,595	425	2,305
			0.40	0.01	0.31	0.02	0.001	0.04	0.002	0.01	0.60	0.02	0.46	0.02	0.004	0.07	0.003	0.02
Technicians	28,775	0.03	15,400	660	11,020	725	30	2,510	0	455	13,375	385	9,040	605	15	2,895	50	385
			0.54	0.02	0.38	0.03	0.001	0.09	0	0.02	0.46	0.01	0.31	0.02	0.0005	0.10	0.002	0.01
Administrative support workers	146,310	0.14	41,005	2,500	26,945	2,800	255	6,190	550	1,765	105,305	5,895	75,340	6,445	760	11,955	760	4,150
			0.28	0.02	0.18	0.02	0.002	0.04	0.00	0.01	0.72	0.04	0.51	0.04	0.01	0.08	0.01	0.03
Installation, maintenance and repair craft workers	31,164	0.03	27,930	2,110	20,305	930	170	3,265	315	835	3,234	210	1,795	325	30	720	35	119
			0.90	0.07	0.65	0.03	0.01	0.10	0.01	0.03	0.10	0.01	0.06	0.01	0.001	0.02	0.001	0.004
Laborers and Helpers	29,180	0.03	23,830	6,185	12,070	1,705	395	2,200	405	870	5,350	525	3,635	510	40	415	75	150
			0.82	0.21	0.41	0.06	0.01	0.08	0.01	0.03	0.18	0.02	0.12	0.02	0.00	0.01	0.00	0.01
Protective service workers	13,660	0.01	10,135	825	6,650	1,015	140	1,000	75	430	3,525	125	2,555	260	75	325	65	130
			0.74	0.06	0.49	0.07	0.01	0.07	0.01	0.03	0.26	0.01	0.19	0.02	0.01	0.02	0.005	0.01
Service workers, except protective	131,870	0.12	49,470	9,770	24,575	4,430	420	8,340	290	1,645	82,400	10,990	45,705	7,385	470	13,995	545	3,310
			0.38	0.07	0.19	0.03	0.003	0.06	0.002	0.01	0.62	0.08	0.35	0.06	0.00	0.11	0.00	0.03

*Civilian labor force 16 years and over. Job categories not represented by the City of Federal Way workforce are not included in the King County table.

*Abbreviations used in charts: H = Hispanic/Latino; W = White; B = Black; NA = Native American/Alaskan Indian; A = Asian; PI = Pacific Islander; T = Two or more races

IV. Utilization Analysis

Category	EEO Job Category	Workforce %		Difference
		Federal Way	King County	
Female	Management, business, and financial workers	27.00%	42.00%	-15.00%
	Science, engineering, and computer professionals	19.00%	22.00%	-3.00%
	Other professional	50.00%	60.00%	-10.00%
	Technicians	46.00%	46.00%	0.00%
	Administrative support workers	95.00%	72.00%	23.00%
	Installation, maintenance, and repair craft workers	0.00%	10.00%	-10.00%
	Laborers and helpers	20.00%	18.00%	2.00%
	Protective service	20.00%	26.00%	-6.00%
	Service workers, except protective	72.00%	62.00%	10.00%
Hispanic/Latino	Management, business, and financial workers	0.00%	4.00%	-4.00%
	Science, engineering, and computer professionals	6.00%	3.00%	3.00%
	Other professional	5.00%	3.00%	2.00%
	Technicians	20.00%	3.00%	17.00%
	Administrative support workers	7.00%	6.00%	1.00%
	Installation, maintenance, and repair craft workers	0.00%	8.00%	-8.00%
	Laborers and helpers	5.00%	23.00%	-18.00%
	Protective service	8.00%	7.00%	1.00%
	Service workers, except protective	11.00%	15.00%	-4.00%
Black	Management, business, and financial workers	4.00%	4.00%	0.00%
	Science, engineering, and computer professionals	0.00%	3.00%	-3.00%
	Other professional	2.00%	4.00%	-2.00%
	Technicians	0.00%	5.00%	-5.00%
	Administrative support workers	0.00%	6.00%	-6.00%
	Installation, maintenance, and repair craft workers	8.00%	4.00%	4.00%
	Laborers and helpers	0.00%	8.00%	-8.00%
	Protective service	3.00%	9.00%	-6.00%
	Service workers, except protective	9.00%	9.00%	0.00%
Native American/ Alaskan Indian	Management, business, and financial workers	2.00%	0.40%	1.60%
	Science, engineering, and computer professionals	0.00%	0.40%	-0.40%
	Other professional	0.00%	0.50%	-0.50%
	Technicians	7.00%	0.20%	6.80%
	Administrative support workers	0.00%	1.20%	-1.20%
	Installation, maintenance, and repair craft workers	0.00%	1.00%	-1.00%
	Laborers and helpers	0.00%	1.00%	-1.00%
	Protective service	2.00%	2.00%	0.00%
	Service workers, except protective	0.00%	0.07%	-0.07%

Asian	Management, business, and financial workers	2.00%	11.00%	-9.00%
	Science, engineering, and computer professionals	44.00%	23.00%	21.00%
	Other professional	12.00%	11.00%	1.00%
	Technicians	20.00%	19.00%	1.00%
	Administrative support workers	8.00%	12.00%	-4.00%
	Installation, maintenance, and repair craft workers	0.00%	12.00%	-12.00%
	Laborers and helpers	0.00%	9.00%	-9.00%
	Protective service	10.00%	9.00%	1.00%
	Service workers, except protective	8.00%	17.00%	-9.00%
Pacific Islander	Management, business, and financial workers	0.00%	0.20%	-0.20%
	Science, engineering, and computer professionals	0.00%	0.20%	-0.20%
	Other professional	0.00%	0.50%	-0.50%
	Technicians	7.00%	0.20%	6.80%
	Administrative support workers	3.00%	1.40%	1.60%
	Installation, maintenance, and repair craft workers	0.00%	1.10%	-1.10%
	Laborers and helpers	5.00%	1.30%	3.70%
	Protective service	1.00%	1.50%	-0.50%
	Service workers, except protective	2.00%	0.60%	1.40%
Two or more races	Management, business, and financial workers	2.00%	2.00%	0.00%
	Science, engineering, and computer professionals	0.00%	6.00%	-6.00%
	Other professional	5.00%	3.00%	2.00%
	Technicians	0.00%	3.00%	-3.00%
	Administrative support workers	3.00%	4.00%	-1.00%
	Installation, maintenance, and repair craft workers	8.00%	3.40%	4.60%
	Laborers and helpers	0.00%	4.00%	-4.00%
	Protective service	3.00%	4.00%	-1.00%
	Service workers, except protective	2.00%	4.00%	-2.00%

In analyzing Federal Way's work force, statistics were developed using employee data from January 2018. This data will be updated regularly to enable the City to comply with federal reporting requirements.

The above chart shows the percent of each EEO category found in Federal Way's work force compared to the King County statistical areas' actual labor force. All the discrepancies of 3% or greater are highlighted.

As the chart indicates, there are significant discrepancies (10% and greater underutilization) in the following categories:

Female:	
Management, business, and financial workers	-15%
Other Professional	-10%
Installation, maintenance and craft workers	-10%

Hispanic/Latino:	
Laborers and helpers	-18%

Asian:	
Installation, maintenance and craft workers	-12%

Areas with discrepancies of between 3% and 10% are the following:

Female:	
Science, engineering and computer professionals	-3%
Protective Service	-6%

Hispanic/Latino:	
Management, business and financial workers	-4%
Installation, maintenance and repair craft workers	-8%
Service workers, except protective	-4%

Black:	
Science, engineering and computer professionals	-3%
Technicians	-5%
Administrative support workers	-6%
Laborers and helpers	-8%
Protective Service	-6%

Asian:	
Management, business and financial workers	-9%
Administrative support workers	-4%
Laborers and helpers	9%
Service workers, except protective	9%

Two or more races:	
Science, engineering and computer professionals	-6%
Technicians	-3%
Laborers and helpers	-4%

Federal Way also employs a higher percentage of workers as compared to the labor force (3% or greater discrepancy) in the following areas:

Female:	
Administrative support workers	23%
Service workers, except protective	10%
Hispanic/Latino:	
Technicians	17%
Science, engineering and computer professionals	3%
Black:	
Installation, maintenance and repair craft workers	4%
Native American/Alaskan Indian:	
Technicians	7%
Asian:	
Science, engineering and computer professionals	21%
Pacific Islander:	
Technicians	7%
Laborers and helpers	4%
Two or more races:	
Installation, maintenance and repair craft workers	5%

V. Objectives

The City of Federal Way is an Equal Employment Opportunity Employer and is committed to employing a diverse workforce, reflective of the community it services and the greater metropolitan areas from which it recruits.

It is the responsibility of the Human Resources Department to implement and manage the EEO Plan. A continuing compliance review will be conducted to ensure that promotions and job opportunity decisions are made in accordance with the Equal Employment Opportunity policies and that these decisions are based upon valid relevant factors with respect to ability, performance, potential and bona fide occupational qualifications.

The City will review and update our EEO information and goals every two years to ensure the City maintains an effective and meaningful equal employment opportunity program.

VI. Steps to Achieve Objectives

1. Continue to send job opening announcements to the local Workforce Services, post job openings on the City of Federal Way website, and advertise openings on various websites to maximize outreach to all potential applicants.
2. Periodically review the City of Federal Way recruitment and hiring methods, practices and policies, ensuring that minorities and females have an equal opportunity for employment with the City of Federal Way.
3. Continually evaluate the employee selection process including the application forms, interviewing procedures, and the final selection process to strengthen job relatedness and validity.
4. Continue to utilize female and minority employees in recruitment and selection activities.
5. Continue to provide harassment prevention and diversity training to employees to ensure appropriate work behaviors and understanding of cultural differences.

VII. Dissemination Plan

External

1. All applications for employment will contain an Equal Employment Opportunity (EEO) policy statement.
2. The City of Federal Way website will contain the message "Equal Opportunity Employer" and employment advertisements will contain the statement, "EEO".
3. The Human Resources Department will post the EEO Plan on the City of Federal Way website to ensure easy access by the community.
4. Job announcements will be distributed to the recruiting sources, encouraging them to refer qualified applicants, and to assist in the implementation of the city of Federal Way Equal Employment Opportunity Plan.

Internal

1. "Equal Employment Opportunity is the Law" posters will be posted on appropriate employee bulletin boards.
2. Supervisors and employees involved in recruiting will be trained in the EEO policies and procedures and applicable laws.
3. A memo will be posted on employee bulletin boards regarding how to obtain a copy of the EEO Plan at any time.
4. Elected officials, department heads and supervisory personnel will be given a copy of the EEO Plan to ensure they are familiar with the EEO Plan objectives.